JONES DAY

HOUSTON OFFICE
STAFF PERFORMANCE EVALUATION

2002

EMPLOYEE: Ava Slaughter EVALUATOR: Kevin Richardson

DEPARTMENT: Global Information Services

JOB TITLE: Technology Support Specialist

Exposure to employee's performance within the last 12 months: ☑ Extensive ☐ Moderate ☐ Limited

Section	PERFORMANCE CRITERIA	Outstanding	Exceeds Requirements	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
WORK-RELATED SKILLS	1. Understanding of and level of proficiency in:						
	Operating system environments	✓	✓				
	Jones Day standard software applications		✓				
	Hardware configurations		✓				
	PC/JDNET integration		✓				
	Clients/servers		✓				
	Networking and communications		✓				
	Troubleshooting and diagnostics		✓				
	2. Understanding of and adherence to established GIS policies and procedures			✓			
	3. Ability to choose appropriate action in event of emergency or critical need		✓				
	4. Quality of work		✓				
	5. Speed of work			✓			
	6. Assumption of active role in skill development and enhancement			✓			
JOB EXECUTION	1. Follow-through on instructions				✓		
	2. Judgment			✓			
	3. Response to pressure and changes in instructions, systems, needs and priorities			✓			
	4. Demonstration of initiative			✓			
	5. Teamwork, including assisting others during idle periods			✓			
	6. Mastery of new skills and processes, as necessary		✓				
	7. Acceptance of guidance and application of constructive feedback to improve work performance			✓			
	8. Adherence to established department, Office and Firm procedures			✓			
TIME MANAGEMENT	1. Prioritization of multiple work assignments			✓			
	2. Communication regarding whereabouts, and practice of limiting personal time away from department			✓			
	3. Working of overtime, as necessary	✓					
	4. Practice of limiting number and duration of personal telephone calls			✓			
	5. Punctuality; beginning and returning to work on time				✓		
	6. Maintenance of good attendance record; appropriate management of leave		✓				
INTER-PERSONAL	1. Effectiveness of communication with department supervisory and Office and Firm administrative staff				✓		
	2. Effectiveness with lawyers and other staff throughout the Office and Firm			✓			
	3. Professional and constructive approach to work, Office and Firm			✓			

Dockets.Justia.com

Employee: Ava Slaughter
Department: GIS
Job Title: Technology Support Specialist

Evaluator: Kevin Richardson

Please provide brief narrative of this employee's strengths and areas needing improvement:

Ava is a hard worker who often stays late to complete her assigned tasks. She understands and maintains JDNET, she works well with the PBX and Nortel phone system and, to a limited extent, she continues to maintain the BGCH network. She is proficient in troubleshooting both network and hardware problems.

Ava needs to better organize her time - the technology requirements of a growing and dynamic office require a well organized GIS Department commensurate with other Jones Day offices. If Ava is better organized she will be in a better position to anticipate the needs of the office and respond proactively - better organization will provide for better time management. Additionally, Ava must consistently follow through with user requests and communicate such follow-up. The most effective way for me to support Ava is if Ava consistently communicates to me problems and/or issues affecting the Office.

Please list three developmental goals, skills or areas in which you would like this employee to focus for the coming year:

(1) Organization:
Update and maintain equipment inventory; organize server room and phone room - document and discard obsolete equipment. Discard "junk" that has gathered over the years;
(2) Communication
Increase communication with OA and end-users; consistent and timely follow through with requests. Notify OA of Firmside GIS initiatives, office problems, issues, etc.
(3) Technology:
Complete the "retirement" of the BGCH network. Communication to lawyers and staff re: same; Work closely with Firm GIS to ensure the successful roll-out of iManage; devote time to professional development, including attendance at technology workshops and organization and/or communication workshops.

6/21/02

6/21/02

JONES DAY

HOUSTON OFFICE
PERFORMANCE EVALUATION ADDITIONAL COMMENTS

2002

Please use this form to submit any desired comments regarding any employee whose performance you would like to comment upon, but whom you have not been asked to evaluate in the course of the annual evaluation process.

EMPLOYEE: Ava Slaughter EVALUATOR: Jason Leif

DEPARTMENT: ISS

JOB TITLE: Technology Support Specialist

Exposure to employee's performance within the last 12 months: ☐ Extensive ☒ Moderate ☐ Limited

Circumstances prompting comments:

I have needed special assistance on a number of occasions.

Comments:

While Ava tries hard, she often appears harried and unorganized. I find that to get a response to an inquiry I need to page her — emails and messages go unreturned. I would have concerns about her ability to handle a larger staff as our office continues to grow and assuming we have more ISS staff

Signed by Evaluator: [signature] Date: 5/20/02

Have you discussed your evaluation with the employee? ☐ YES ☒ NO

Signed by Employee: [signature] Date: 6/20/02

THIS EVALUATION WILL BE OPEN TO THE EMPLOYEE

JONES DAY

HOUSTON OFFICE
PERFORMANCE EVALUATION ADDITIONAL COMMENTS

2002

Please use this form to submit any desired comments regarding any employee whose performance you would like to comment upon, but whom you have not been asked to evaluate in the course of the annual evaluation process.

EMPLOYEE: Ava Slaughter EVALUATOR: Michael Gibson

DEPARTMENT: GIS

JOB TITLE: Technology Support Specialist

Exposure to employee's performance within the last 12 months: ☐ Extensive ☐ Moderate ☑ Limited

Circumstances prompting comments:

Comments:

I can't evaluate technology because I know nothing about it. However, I have nothing critical to say about Ava - she works very hard.

Signed by Evaluator: Michael M. Gibson Date: 5-18-02

Have you discussed your evaluation with the employee? ☐ YES ☑ NO

Signed by Employee: Ava Slaughter Date: 6/21/02

THIS EVALUATION WILL BE OPEN TO THE EMPLOYEE

JONES DAY.

HOUSTON OFFICE
STAFF PERFORMANCE EVALUATION

2002

EMPLOYEE: Ava Slaughter

EVALUATOR: Ava Slaughter

DEPARTMENT: Global Information Services

JOB TITLE: Technology Support Specialist

Exposure to employee's performance within the last 12 months: [✓] Extensive [ ] Moderate [ ] Limited

Section	PERFORMANCE CRITERIA	Outstanding	Exceeds Requirements	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
WORK-RELATED SKILLS	1. Understanding of and level of proficiency in:						
	Operating system environments	✓					
	Jones Day standard software applications		✓				
	Hardware configurations	✓					
	PC/JDNET integration		✓				
	Clients/servers		✓				
	Networking and communications		✓				
	Troubleshooting and diagnostics		✓				
	2. Understanding of and adherence to established GIS policies and procedures		✓				
	3. Ability to choose appropriate action in event of emergency or critical need		✓				
	4. Quality of work		✓				
	5. Speed of work		✓				
	6. Assumption of active role in skill development and enhancement			✓			
JOB EXECUTION	1. Follow-through on instructions		✓				
	2. Judgment		✓				
	3. Response to pressure and changes in instructions, systems, needs and priorities		✓				
	4. Demonstration of initiative		✓				
	5. Teamwork, including assisting others during idle periods			✓			
	6. Mastery of new skills and processes, as necessary		✓				
	7. Acceptance of guidance and application of constructive feedback to improve work performance			✓			
	8. Adherence to established department, Office and Firm procedures		✓				
TIME MANAGEMENT	1. Prioritization of multiple work assignments		✓				
	2. Communication regarding whereabouts, and practice of limiting personal time away from department		✓				
	3. Working of overtime, as necessary		✓				
	4. Practice of limiting number and duration of personal telephone calls		✓				
	5. Punctuality; beginning and returning to work on time				✓		
	6. Maintenance of good attendance record; appropriate management of leave		✓				
INTER-PERSONAL	1. Effectiveness of communication with department supervisory and Office and Firm administrative staff		✓				
	2. Effectiveness with lawyers and other staff throughout the Office and Firm		✓				
	3. Professional and constructive approach to work, Office and Firm		✓				

Please provide a brief narrative of this employee's strengths and areas needing improvement:

I need to get to work on time & get organized.

Please list three developmental goals, skills or areas in which you would like this employee to focus for the coming year:

NorTel phone/switch Advanced Training; Lotus Notes Development Training & imanage Training.

Signed by Evaluator: [signature] Date: 6/7/02

Have you discussed your evaluation with the employee? ☑ YES ☐ NO

Signed by Employee: [signature] Date: 6/7/02

THIS EVALUATION WILL BE OPEN TO THE EMPLOYEE

Exhibit 5

JONES DAY

HOUSTON OFFICE
STAFF PERFORMANCE EVALUATION

2003

EMPLOYEE: Ava Slaughter

EVALUATOR: Kevin Richardson

DEPARTMENT: Global Information Services

JOB TITLE: Technology Support Specialist

Exposure to employee's performance within the last 12 months: ☑ Extensive ☐ Moderate ☐ Limited

	PERFORMANCE CRITERIA	Outstanding	Exceeds Requirements	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
WORK-RELATED SKILLS	1. Understanding of and level of proficiency in:						
	Operating system environments		✓				
	Jones Day standard software applications		✓				
	Hardware configurations		✓				
	PC/JDNET integration		✓				
	Clients/servers		✓				
	Networking and communications		✓				
	Troubleshooting and diagnostics		✓				
	2. Understanding of and adherence to established GIS policies and procedures			✓			
	3. Ability to choose appropriate action in event of emergency or critical need		✓				
	4. Quality of work		✓				
	5. Speed of work			✓			
	6. Assumption of active role in skill development and enhancement				✓		
JOB EXECUTION	1. Follow-through on instructions			✓			
	2. Judgment			✓			
	3. Response to pressure and changes in instructions, systems, needs and priorities			✓			
	4. Demonstration of initiative			✓			
	5. Teamwork, including assisting others during idle periods						✓
	6. Mastery of new skills and processes, as necessary		✓				
	7. Acceptance of guidance and application of constructive feedback to improve work performance			✓			
	8. Adherence to established department, Office and Firm procedures		✓				
TIME MANAGEMENT	1. Prioritization of multiple work assignments			✓			
	2. Communication regarding whereabouts, and practice of limiting personal time away from department			✓			
	3. Working of overtime, as necessary	✓					
	4. Practice of limiting number and duration of personal telephone calls						✓
	5. Punctuality; beginning and returning to work on time			✓			
	6. Maintenance of good attendance record; appropriate management of leave		✓				
INTER-PERSONAL	1. Effectiveness of communication with department supervisory and Office and Firm administrative staff				✓		
	2. Effectiveness with lawyers and other staff throughout the Office and Firm			✓			
	3. Professional and constructive approach to work, Office and Firm			✓			

[illegible signature] 6/7/03

Employee: Ava Slaughter
Department: GIS
Job Title: Technology Support Specialist

Evaluator: Kevin Richardson

Please provide brief narrative of this employee's strengths and areas needing improvement:

Ava is a hard worker with a solid understanding of computer hardware and related technology. Her technical skills notwithstanding, Ava continues to struggle to keep organized and to effectively and timely communicate with me, lawyers and/or staff. Both of these skills are paramount to effectively respond to the demands of a growing office.

Please list three developmental goals, skills or areas in which you would like this employee to focus for the coming year:

(1) Ava must get better organized to manage workflow. Get rid of the junk in her office, GIS workroom, server room and phone room;
(2) Effective and timely communication; consistent approach re: same.
(3) Increased participation and contribution on Firm GIS Operation calls.

6/27/03

JONES DAY

HOUSTON OFFICE
STAFF PERFORMANCE EVALUATION

2003

EMPLOYEE: Ava Slaughter EVALUATOR: Terry Crum

DEPARTMENT: Global Information Services

JOB TITLE: Technical Support Specialist

Exposure to employee's performance within the last 12 months: ☐ Extensive ☐ Moderate ☑ Limited

	PERFORMANCE CRITERIA	Outstanding	Exceeds Requirements	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
WORK-RELATED SKILLS	1. Understanding of and level of proficiency in:						
	Operating system environments						✓
	Jones Day standard software applications						✓
	Hardware configurations						✓
	PC/JDNET integration						✓
	Clients/servers						✓
	Networking and communications						✓
	Troubleshooting and diagnostics						✓
	2. Understanding of and adherence to established GIS policies and procedures						✓
	3. Ability to choose appropriate action in event of emergency or critical need						✓
	4. Quality of work						✓
	5. Speed of work						✓
	6. Assumption of active role in skill development and enhancement						✓
JOB EXECUTION	1. Follow-through on instructions						✓
	2. Judgment						✓
	3. Response to pressure and changes in instructions, systems, needs and priorities						✓
	4. Demonstration of initiative						✓
	5. Teamwork, including assisting others during idle periods						✓
	6. Mastery of new skills and processes, as necessary						✓
	7. Acceptance of guidance and application of constructive feedback to improve work performance						✓
	8. Adherence to established department, Office and Firm procedures						✓
TIME MANAGEMENT	1. Prioritization of multiple work assignments						✓
	2. Communication regarding whereabouts, and practice of limiting personal time away from department						✓
	3. Working of overtime, as necessary						✓
	4. Practice of limiting number and duration of personal telephone calls						✓
	5. Punctuality; beginning and returning to work on time						✓
	6. Maintenance of good attendance record; appropriate management of leave						✓
INTER-PERSONAL	1. Effectiveness of communication with department supervisory and Office and Firm administrative staff						✓
	2. Effectiveness with lawyers and other staff throughout the Office and Firm						✓
	3. Professional and constructive approach to work, Office and Firm						✓

JONES DAY

HOUSTON OFFICE

PERFORMANCE EVALUATION ADDITIONAL COMMENTS

2003

Please use this form to submit any desired comments regarding any employee whose performance you would like to comment upon, but whom you have not been asked to evaluate in the course of the annual evaluation process.

EMPLOYEE: Ava Slaughter

EVALUATOR: TERRY CRUM

DEPARTMENT: GIS

JOB TITLE: Technical Support Specialist

Exposure to employee's performance within the last 12 months: ☐ Extensive ☐ Moderate ☐ Limited

Circumstances prompting comments:

SEE Attached!

Comments:

Signed by Evaluator: [signature] Date: June 2, 2003

Have you discussed your evaluation with the employee? YES/NO

Signed by Employee: [signature] Date: 6/27/03

THIS EVALUATION WILL BE OPEN TO THE EMPLOYEE

Brief Narrative of Employee Strengths and Areas Needing Improvement:

There is a bit of a disconnect between Ava and the Global organization. She seldom attends conference calls (Operations and Regional) and when she is there, she rarely participates or contributes. Because there are many ideas and problem resolutions discussed during these meetings, non-participation leaves her office at somewhat of a disadvantage.

She isn't as well-connected into the Global organization as her peers and often that will leave her somewhat uninformed. It can be difficult at times to reach her by either phone or email.

List of Developmental Goals, Skills and Areas for Focus for the Coming Year:

The Global organization would like to see more input from Ava and greater participation on calls and projects. This would benefit her office by aligning it more closely into the overall Firm GIS organization.

Being the single GIS resource in the office, she needs to work harder to get the users to utilize other Firm resources, such as 6-Help. Admirably, she is committed to helping her users, but there are support systems in place to ease that burden and encouaging her users to access these resources would free up her time to participate in Global activities and/or project work.

For larger initiatives and roll-outs, the perception exists at the Firm level that she is unable to provide the leadership and organization needed to complete the work. Ava could possibly benefit from some Project Management or Management and Leadership training to shore up skills in those areas.

JONES DAY

HOUSTON OFFICE
PERFORMANCE EVALUATION ADDITIONAL COMMENTS

2003

Please use this form to submit any desired comments regarding any employee whose performance you would like to comment upon, but whom you have not been asked to evaluate in the course of the annual evaluation process.

EMPLOYEE: Ava Slaughter EVALUATOR: Aaron C. Gard

DEPARTMENT: GIS

JOB TITLE: ________

Exposure to employee's performance within the last 12 months: ☐ Extensive ☒ Moderate ☐ Limited

Circumstances prompting comments:

I've been dealing w/ a lot of information at BP, much of which has been put on CDs. From thousands of emails, to power trader audio, Ava has been a big help when it comes to compiling the information, & getting multiple copies made to distribute to anyone + everyone. Whenever I've asked for her help, she's responded! She has really proven herself to be someone I could call on in a crunch for her help.

Comments:

Signed by Evaluator: [signature] Date: 5/17/03

Have you discussed your evaluation with the employee? YES/NO (NO circled)

Signed by Employee: [signature] Date: 6/27/03

THIS EVALUATION WILL BE OPEN TO THE EMPLOYEE

Exhibit 6

Kevin Richardson
Extension 63964, or (614) 469-3964
33720, or (832) 239-3720
05/24/01 05:13 PM

To: Kari L Smidt/JonesDay@JonesDay
cc:
Subject: Ava Slaughter

Today I spoke with Ava to address some concerns I have on her failure to timely follow through on certain requests. Below is a partial list of items that have either not been taken care of, response was not timely, or follow up was never provided:

Jack Carnegie's request for access to Associate work assignment database;
My request to purchase office scanner;
My request to remove BG console from Reception;
My request to settle cash advances and expenses;
My request to provide printer to Records for conflict printing purposes;
My request for a new FOB (took 1 week between request and delivery)
My request to order scanner
My request for report on RSL and WAN contingeny plans

Ava's response was partly defense mode and partly "not my fault" mode. I believe most of the problem lies not with Ava's technical capabilities, but her ability to prioritize and respond back to me. She told me she has not had to report to anybody for the last 6 years, so this is still new to her. I stressed the importance of communicating with me so that I am aware and can adequately provide her with the support necessary to do her job. =

Looking ahead, Ava and I will attempt to sit down for weekly catch-ups; in the interim, I stressed the importance of keeping me up to speed in Office and Firm projects.

Exhibit 7

Kevin Richardson
Extension 33720, or
(832) 239-3720
06/18/01 03:04 PM

To: Kari L Smidt/JonesDay@JonesDay
cc:
Subject: For the file

Today I discussed with Ava my concern re: what I perceive as her failure to adequately keep me informed on the status of certain projects (scanner purchase. purge of BG "ghost" directories) and her failure to complete certain requests (moving and re-building) my pc. To provide more timely notice to me re: project status and/or problems/issues, we have agreed to meet every Wednesday morning at 10:00 a.m. for a status discussion.

Exhibit 8

JONES DAY.

COUNSELING REPORT

To: Ava Slaughter

From: Kevin Richardson

1. **The observation/report of employee's conduct which resulted in this conference are as follows:**

   On numerous occasions Ava has failed to complete assigned tasks in a timely fashion. Most recently, on July 13, 2002, Ava was asked to provide the Office Administrator with a memo regarding computer problems related to screensavers and other unauthorized software. She was requested to complete the memo within the "next couple of days." On July 22 Ava was sent an e-mail by the Office Administrator asking when the memo would be completed. On July 25 during a weekly meeting between the Ava and the Office Administrator Ava was again asked the status of the memo. In response, Ava explained the memo would be completed by Friday, July 26. As of Monday, July 29 the memo has not been provided to the Office Administrator.

   Additionally, on July 25 Ava was asked to provide the office Administrator with a computer inventory by July 26, and to meet with the Office Administrator on July 26 to discuss future assignments of computers. As of July 29 the inventory has not been provided nor has the subsequent meeting been held.

2. **I have informed employee that the following standards are expected in the future:**

   Ava must complete her assigned tasks in the time allotted. If additional time is needed to complete a task Ava must communicate with the office Administrator before the deadline explaining why additional time is needed and specifying how much additional time is requested.

3. **I have advised employee of the following consequences if employee fails to follow the above standards:**

   Ava was advised that if she does not complete her assigned tasks in the prescribed time frame and fails to make a request for additional time to complete her assigned tasks, further disciplinary action would be taken, up to and including termination.

4. **Was any warning given or were any deadlines set?**

   Immediate compliance is mandatory.

5. **Individuals attending conference:**

   Ava Slaughter, Kevin Richardson

Kevin Richardson 7/29/02

Office Administrator Signature/Date

I have read and received a copy of the above statement.

Employee refused to sign.

Employee Signature/Date

Exhibit 9

627738
424350-305001
7/29/2002

To: File

Re: Ava Slaughter Counseling Session

On July 29, 2002 at 9:00 a.m. I called Ava Slaughter and asked her to come to my office. When Ava arrived I told her the purpose of our meeting was to review and discuss a counseling report (copy attached) I had prepared regarding her failure to complete assigned tasks within a prescribed period. The tasks referenced in the counseling report were important because (i) I wanted to distribute a version of the "screensaver" memo before Houston users had a chance to reinstall unauthorized software that had been uninstalled during the iManage roll-out of July 13; and (ii) I wanted to discuss the computer inventory and future computer assignments before any more new employees arrived. As it turns out, a Summer Associate started on Monday, July 29 and was assigned a laptop that I believe should have been "saved" for a lateral lawyer scheduled to start on August 5. The lateral lawyer will now receive a training room laptop that has a history of problems.

Before I had a chance to explain to Ava the importance of these particular tasks she immediately became defensive and asked if I "knew what she was working on on Friday (July 26) and stated that if I "knew, you wouldn't be doing a counseling report." She then said "give it to me" (the report) "I'll sign it," and asked for a pen. I asked her to read the counseling report first, which she did. She then refused to sign the report and stated "I've never been written up before." She would not listen nor was she willing to discuss the specific points in the counseling report and the importance and impact her failure to complete the tasks had on the office. She was visibly excited, getting out of her chair and wagging her finger at me. She made statements that she felt "targeted" and that there was a pervasive feeling in the office "of negativity" and that I was trying to "drive out" the former Bayko Gibson employees. Further, she stated that she was "...a fighter" and would fight this all the way.

Ava was reminded that that a large Firm like Jones Day requires certain structure and reporting relationships. She was also reminded about her July 2002 evaluation and the emphasis placed on "consistent and timely follow through." These reminders appeared to only agitate Ava further and she stated that did not have time to type out updates/progress reports and asked whether I approved of her working one extra hour per day so she could provide such reports. Further, she asked if she could do this at home. In response I told Ava I would review request to work over time on a case by case basis and explained that the Firm discouraged non-exempt personnel from working at home, but I would consider each request based on specific circumstances.

In conclusion I requested Ava provide the screensaver memo and computer inventory by 12:00 p.m.

Kevin Richardson
(832) 239-3720
3-3720

July 29, 2002

Exhibit 10

Kevin Richardson
Extension 33720, or
(832) 239-3720
08/08/02 12:24 PM

To: klsmidt@jonesday.com
cc:
Subject: Ava Slaughter

To The File:

On Tuesday, August 6 I met with Ava Slaughter and, among other items, discussed our counseling meeting held on Monday, July 29. At that meeting, I was not given a chance to fully explain the importance of the two tasks described in the counseling memo . Ava listened and told me she now understood the priority I placed on the specific tasks. She explained that she had been very busy on other tasks and thought my requests should have been assigned a lower priority. I discussed the difference between working in a large organization like Jones Day versus a smaller organization like Bayko Gibson and the importance of working as a team and communicating with all team members. Ava responded that she had experience with large organizations (Coastal) and knows how to work as a team member. I explained to Ava that it was important she communicate with me so I can better support her and understand if more time is needed to complete a request or task due to her workload.

In the end Ava commented that she felt the "discipline was excessive," (meaning the 7/29 counseling report) but she would continue to work as a team member.

Kevin Richardson
Office Administrator, Houston
Jones, Day, Reavis & Pogue
832-239-3720 (Office)
832-239-3600 (Fax)

Exhibit 11